

**DEPARTMENT OF PLANNING & ZONING
DEVELOPMENT ENGINEERING DIVISION
George Howard Building
3430 Court House Drive
Ellicott City, MD 21043
(410) 313-2420 FAX (410) 313-3467**

PROCEDURE: "RED-LINE REVISION PROCESS"

WHEN TO USE THE RED-LINE REVISION PROCESS:

- A revision to active development plans (Road Construction Plans, Site Development Plans, and/or Water & Sewer Construction Plans) to reflect any engineering or field changes.
- For revisions to an ***inactive or "built-out" site development plan*** when the use of this process has been pre-approved by the Subdivision Review Committee (SRC). To inquire if a red-line revision is acceptable and in order to obtain SRC consideration, the applicant must complete and submit the "Guidelines and Site Information Checklist for Approval of Change in Use and Minor Revisions or Additions to Existing Developed Properties", dated November 6, 1995. Applications may be obtained from the public assistance counter in the Department of Planning and Zoning located on the first floor of the George Howard Building. This request should be addressed to the Chief, Land Development Division.
- Note: **"As-Built Red-Line"** is a separate process handled by and required by the DPW, Bureau of Engineering, Construction Inspection Division. They can be contacted at (410) 313-1880.

PROCESSING/REVIEW FEES REQUIRED:

- All redline revision submissions are required to pay a current review fee.
- Fees can be paid at the cashier's office located on the second floor of the Howard Building. Checks should be made payable to: Director of Finance, Howard County and deposited into Account #**R-011-005-4222**. The DP&Z file number or the water and sewer contract number and the name of the development must appear on the receipt.

WHO CAN PREPARE A REDLINE:

- A red-line must be prepared by a Maryland Licensed Design Professional (MLDP).
- It is recommended that the *MLDP of record* prepare the red-line.
- If another MLDP prepares the red-line, written permission from the MLDP of record must be submitted and the revised sheets must be signed and sealed by the new MLDP.

Note: The new MLDP will be responsible for all the changes and their consequences; therefore, the revisions must be clearly referenced in the revision blocks.

HOW TO SHOW CHANGES:

- Mark all the proposed changes in red on all affected sheets of a paper set of the **plans on record that have County signatures of approval.**

- *Total sets required:**Road Construction Drawings = Three (3)**
Site Development Plans = Four (4)
Water & Sewer Construction Drawings = Four (4)

*****If retaining walls are proposed or modified an extra set of plans shall be submitted for review***

*One (1) set must be marked in "red" with the option of the remainder being full-sheet highlighted copies.

- The "plans on record" are the signed originals filed in Central Services, Ground Floor, George Howard Building. You can order copies of the plans by contacting Central Services Print Room at (410) 313-2092. The current distribution fee will be charged for each sheet to be changed.

Note: cut and paste and CADD generated red-lines are not acceptable.

PACKAGING REQUIREMENTS:

- Plans must be **folded in sets**.
- Attach **to each set** a letter/ transmittal from the MLDP firm clearly stating all of the proposed changes and reasons for the request.
- Attach the "yellow" receipt of payment of the review fee from the Cashier, when applicable.
- Attach **to each set** a copy of any correspondence from the Division of Land Development, DPZ, relating to the proposed changes.
- Attach **to each set** any computations/special reports supporting the proposed changes.
- Attach **to each set** a copy of permission from the MLDP of record, when applicable and if available as a courtesy to the MLDP of record.

WHERE TO SUBMIT RED-LINE:

- The "red-line" should be submitted to the Chief of the Development Engineering Division, Department of Planning & Zoning (DP&Z), at the above address.

PROCESSING TIME:

- The processing time for a "red-line" submission is 2-3 weeks.
- Should the revision be necessary to prevent construction delays, the Chief of the Development Engineering Division may grant the project a priority status.

Updated September 2007

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